



## College Student Savings Fund Enrollment Form

### Program Guidelines

- While you are enrolled in a degree seeking program and taking classes, Evergreen will contribute \$2.00 per hour worked into a savings fund.
- You will receive the total fund balance with your payroll check upon your graduation with a degree.
- Documentation in the form of your final transcript must be provided at the time of your graduation to receive the balance of the savings fund.
- Savings fund balance will not be paid if employment is terminated involuntarily or voluntarily prior to graduation.
- You will be enrolled in the program as of the date this form is received by Human Resources. Retroactive contributions will not be made.
- You will receive a welcome letter via email confirming you are enrolled in the Savings Fund.

To enroll/qualify for this program, you must attach the following:

- ✓ School transcripts showing you are enrolled in college

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Print Name: \_\_\_\_\_

School Attending: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **For HR use only**

Date eligible: \_\_\_\_\_

Reviewed and approved by: \_\_\_\_\_

#### **For payroll use only**

# of hours worked while in program \_\_\_\_\_

\$ amount paid out \_\_\_\_\_ Date paid \_\_\_\_\_

Payroll Signature \_\_\_\_\_ Date \_\_\_\_\_